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Applicability: All DDSN State Employees

The language used in this policy does not create an employment contract between the employee and the SC Department of Disabilities and Special Needs (SCDDSN). SCDDSN reserves the right to revise the contents of this policy, in whole or in part.

The purpose of this directive is to establish a uniform fee for the copying of documents released under the Freedom of Information Act.

The term copying herein refers to the reproduction by readily available means.

When copies are requested under the Freedom of Information Act a fee of fifteen cents (15) per page for requested reproduction of documents may be charged. Monies collected will be receipted to offset the expenses incurred.

Bill Barfield
Deputy State Director, Administration

(Originator)

Stanley J. Butkus, Ph.D.
State Director

(Approved)